

## **LIBRARY AIDE**

### **DISTINGUISHING FEATURES**

The fundamental reason the Library Aide exists is provide quality customer service in a courteous professional manner at the library circulation desks in the Community Services Department. This classification is not supervisory. Work is performed under general supervision of a Supervising Library Assistant.

### **ESSENTIAL FUNCTIONS**

Provides quality customer service in a courteous, professional manner at the Check Out Desk.

Performs various library work functions on the library computer system.

Issues library cards by inputting information into computer.

Keeps apprised of changes in library policies and procedures, answers questions and assists customers with questions related to library policies and procedures.

Checks out and checks in library materials using a barcode reader, sliding materials across a de-sensitizer/sensitizer and operating a computer.

Tears off receipt requiring continuous and repetitive hand/eye movement on a constant basis.

Operates a cash register and credit card machine, collects fines and makes change, and sells bus passes.

Bends and stoops to lift and move books and other library materials.

Stacks books on carts. Pushes heavy cart across library to shelve library materials.  
Performs searches for library materials.

Politely direct customers to the information desk when appropriate.

Supports other staff members by helping them complete their job duties, supporting team performance.

Carries out tasks for the opening/closing of the library and maintain the area in a neat, organized manner.

Maintains an awareness of the library's emergency and evacuation procedures.

Works various schedules including evenings and weekends.

May perform scheduling and other administrative tasks, as needed.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Working knowledge of arithmetic, spelling, English, and modern office practices and procedures.

Ability to:

Operate a variety of standard office equipment including a computer terminal, sensitizer, barcode reader, Express Check machines, cash register on a requiring repetitive arm, hand and eye movement for extended periods of time.

Bend and stoop to lift and carry library materials short distances.

Push cart with library materials.

Lift arms above shoulder and bend and stoop to shelve library materials.

Explain policies and procedures.

Perform basic mathematical functions.

Support team and staff members.

Comprehend and make inferences from written material and verbal and/or written instructions.

Listen and communicate effectively (verbally and in writing) with customers and other staff.

Establish and maintain effective working relationships with other employees.

Maintain regular consistent attendance and punctuality.

Work various schedules that include evenings and weekends.

### **Education & Experience**

Any combination of training and experience that demonstrates the ability to perform the required duties. Paraprofessional library coursework and public library experience are desirable. Must have good public contact experience.

FLSA Status: Non-exempt

HR Ordinance Status: Classified